

**NORTH DAKOTA ARMY NATIONAL GUARD
VACANCY ANNOUNCEMENT FOR
ON BOARD LATERAL TRANSFER**

THERE ARE 3 VACANCIES THAT WILL BE FILLED THRU THIS PROCESS!

ANNOUNCEMENT NUMBER: AGR-LAT-12-41 **OPENING DATE:** 07 Sep 12 **CLOSING DATE:** 17 Sep 12

POSITION TITLE: Instructor (3 Positions)

MOS: 12C38 (1 position), 12N38 (1 position), 12H38 (1 position)

MAX GRADE: E-6

DUTY LOCATION: 1st Training Bn, 164th Regt, Devils Lake, ND

SELECTING OFFICIAL: LTC Clark Johnson, OIC, HQ 164th Regt (RTI)

WHO MAY APPLY: Current North Dakota Army National Guard AGR Soldiers in the grade of E-6.

HOW TO APPLY: Applicants must forward the documents listed below to arrive in the Human Resource Office (HRO) no later than 1600 hours on the closing date indicated above.

REQUIRED:

- **Letter of interest:** Describe your background and your experience(s) related to the position. (2 page max)
- **DA Form 705:** A copy indicating successful completion of the APFT and height/weight within the past 12 months. If height/weight is not included on the DA Form 705, then submit a current height/weight statement from your Commander; include DA Form 5500/5501, Body Fat Content Worksheet. (if applicable).
- **NCOERs:** Include three most recent - A letter of recommendation or performance evaluation must be submitted on Soldiers not requiring an NCOER (or not having an NCOER within the past 12 months).
- **DA Form 2-1:** Copy.
- **DA FORM 1059'S FOR 10 Level and 30 Level courses in CMF 12, DA Form 1059 for SGI and ABIC, and Engineer Instructor Certification Letter.**

DOCUMENTS MAY BE FORWARDED BY:

Hand carried or mailed to:

OFFICE OF THE ADJUTANT GENERAL
ATTN: NGND-J1-DHR-AGR-S
Room 424
P.O. Box 5511
Bismarck, ND 58506-5511

Emailed to:

SFC Danita Schaefer
danita.schaefer@us.army.mil

ADDITIONAL INFORMATION:

- (1) Vacancies eligible for fill using a lateral transfer will be announced for a period of seven *working* days. Interested Soldiers must submit the required documents to the AGR office within those seven days. The AGR Office will then forward to the selecting supervisor the documents for the applicants who are qualified for a lateral transfer.
- (2) OIC's will be notified if a Soldier from their command submits an application packet for a lateral transfer position.
- (3) If more than one Soldier is interested in the position, the selecting supervisor will complete an informal, best qualified interview process to determine the selectee. If qualified candidates are available but not selected, the selecting supervisor must justify that decision in writing and obtain approval by the applicable approving authority (ACoS/DJS).
- (4) A losing command which does not concur with the transfer must provide a written explanation of non concurrence which will be reviewed by the applicable approving authority (ACoS/DJS).
- (5) Qualification requirements:
 - a. Soldiers must meet the requirements of the AGR stabilization policy prior to lateral transfer.
 - b. All applicants must have graduated (DA Form 1059) from 10 and 30 level courses in Career Management Field 12. All applicants must have successfully completed Small Group Instructor (SGI) and Army Basic Instructor (ABIC). All applicants must have a valid Engineer Instructor Certification Letter.